



**Armed Forces Retirement Home
Chief Operating Officer
3700 N. Capitol Street, Box 1303
Washington, DC 20011-8400**

March 2, 2005

**MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES OF
THE ARMED FORCES RETIREMENT HOME**

Subject: Prevention of Workplace Violence Policy Statement

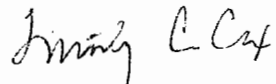
I would like to take this opportunity to reemphasize the Armed Forces Retirement Home's (AFRH's) policy regarding Prevention of Workplace Violence. It is the policy of the AFRH to promote a safe environment for our residents and employees. The Home is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior. While this kind of conduct is not pervasive at our Agency, no agency is immune. Unfortunately, every agency will be affected by disruptive behavior at one time or another.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated; that is, all report of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral and/or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts are subject to disciplinary action up to and including removal from their position. In addition to any disciplinary action, violators may be subject to being removed from the premises by the AFRH Security Team or by civil authorities as well as subsequent prosecution by civil authorities.

I solicit each manager, supervisor and employee's assistance in ensuring that as an Agency we effectively maintain a safe working environment for our employees as well as a safe home for our residents. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on our Agency's premises, whether he/she is an Agency employee or not, please report the incident immediately to a manager or supervisor. Managers and supervisors who receive such reports should see advice from the Employee Relations Office located at the Bureau of Public Debt (304) 480-8274 regarding investigating the incident and initiating appropriate action. **PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to the AFRH Security Office at (202) 730-3111.**

I will support all efforts made by supervisors and the Human Resources staff in dealing with violent, threatening, harassing, intimidating or other disruptive

behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions regarding this policy statement, please contact Nancy Duran, AFRH Chief of Support Services on (202) 730-3536.


TIMOTHY C. COX